

For Church Records Only

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Phone \_\_\_\_\_

Review of Church Register G 10.0302

Yes No Comment

1. Baptized members roll
  - a. children baptized in church; birth dates  
parents' names; names of persons  
presenting for baptism if different parents
  - b. children of active members or of ministers,  
baptized elsewhere
2. Active Members' roll
  - a. chronological
  - b. alphabetical
  - c. transfer to other rolls indicated by date of  
session action
  - d. transfer to another church indicated by name  
of church and date of session action
  - e. date of deletion by death or renunciation  
indicated by effective date
3. Inactive member's roll
  - a. date of failure to participate in work and  
and worship of the church
  - b. date of session contact
  - c. date of notification by session
  - d. date of deletion by session and page  
references to active rolls
4. Affiliate Members' roll
  - a. date of session action
  - b. name of church and date of reception of  
affiliate member
  - c. renewal dates (every 2 years)
5. Marriage register: all marriages conducted  
on church property, by ministerial staff,  
or of church members
  - a. church members
  - b. non-members married on church property
  - c. all marriages by ministerial staff beyond  
church property
6. Elders: date of ordination, terms of service,  
record of transfer (if applicable)
  - a. ordained by the church
  - b. ordained by another church
7. Deacons: date of ordination, terms of service,  
record of transfer (if applicable)
  - a. ordained by the church
  - b. ordained by another church
8. Ministers with dates of service; all pastors  
assistant pastors, associate pastors,  
interim pastors, stated supplies, parish associates.

## BETTER SESSIONAL RECORDS

Note to Clerk of the Session:

The following suggested guidelines for Better Sessional Records is based on the new Book of Order. Sections G-9.0203 and G-10.0300 outline the duties of the Clerk of Session pertaining to minutes of session meetings and the keeping of Sessional Record Books.

1. The Session shall hold stated meetings at least quarterly with the date and place of meeting being recorded. (G-10.0201)
2. The minutes should list those present and absent at the stated meetings of the session. (Some sessions may choose to omit listing those absent at some or all called meetings of the session. This is applicable particularly to larger sessions.)
3. G-10.0202 of the Book of Order sets the quorum of the session. If a session sets for itself a quorum higher than that permitted by the Book of Order, it should be noted in the minutes that a quorum was present at each session meeting.
4. All meetings of governing bodies shall be opened and closed with prayer. (G-9.0301).
5. The minutes of the session should record all actions passed, either by vote or by common consent, and should include copies of any reports adopted by the session. The minutes should also record the annual budget as it is adopted by the session
6. Each session shall keep full and accurate records of its procedures, which shall be submitted at least once each year to the presbytery for its general review and control. (G-10.0301) Minutes of congregational meetings are the property of the session and should be included as part of the official record of the session. (G-10.0301)
7. The minutes of the session should record the election of its representative(s) to the meetings of presbytery and also note the Session's representative(s) report of his, her or their diligence at the presbytery meeting.
8. The approval by the session of the Annual Statistical Report of the session to presbytery is to be **done as quickly after January first as possible** and recorded in the minutes. Please refer to the booklet titled "INSTRUCTIONS FOR COMPLETING THE ON-LINE SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2004". The information from the following sections must be entered into minutes of the session: 1) Basic Church Information, 2) Membership Statistics, 3) Miscellaneous Information, 4) Racial Ethnic & Disabilities and 5) Financial Data. This information should be **typed or written** into the permanent book; a copy should **not** be stapled or taped into the minute book.
9. The minutes should record the authorization by the session of observances of the Lord's Supper (W-2.4012) and authorization by the session of all Baptisms. (W-2.0301). The minutes should list the names of the persons baptized.
10. The session's minutes should reflect that an annual review of the Rolls and Registers of the church has been made by the session. (G-10.0302)
11. The clerk and/or moderator of the session should sign the minutes of all session meetings.
12. The minutes of the session may be kept on a computer, but should be printed out on acid-free paper regularly, at least two times per year. These pages should be preserved in a fireproof facility. It is these hard copies that are the permanent records and are to be reviewed each year by gatherings of elders and ministers of Grace Presbytery. At some point such records should be transmitted to the Department of History of the Office of the General Assembly. (Records from this Synod are stored in Montreat, North Carolina.)
13. A space should be left after the last set of Minutes for the year for the affixing of the sticker recording the date of the presbytery's annual review of the minutes.